



NOTICE OF SOLICITATION

SERIAL #: PH RFP 09-013

REQUEST FOR PROPOSAL FOR:

HARD TO REACH POPULATIONS (HRP) SPECIALIST - Revised

Notice is hereby given that sealed proposals will be received by the Maricopa County Department of Public Health, 4041 N. Central Avenue, #1400, Phoenix, AZ 85012, until 2:00 PM September 26, 2008. Proposals will be opened by the Public Health Procurement Officer, or a designated individual, at an open, public meeting at the above time and place.

All Proposals must be signed, sealed and addressed to:

Maricopa County Department of Public Health

4041 N. Central Avenue, #1400, Phoenix, AZ 85012 and marked

“SERIAL #: PH RFP 09-013 HARD TO REACH POPULATIONS (HRP) SPECIALIST - Revised”

The Maricopa County Procurement Code (“The Code”) governs this procurement and is incorporated by this reference. Any protest concerning this request for Proposals must be filed with the Procurement Officer in accordance with Section MC1-905 of the Code.

ALL ADMINISTRATIVE INFORMATION CONCERNING THIS REQUEST FOR PROPOSAL AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED @ <http://www.maricopa.gov/materials>. ANY ADDENDA TO THIS SOLICITATION WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.

PROPOSAL ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT
BE ACCEPTED BY THE MARICOPA COUNTY DEPARTMENT OF PUBLIC HEALTH

INQUIRIES:

CHERYL RENTSCHLER
PROCUREMENT OFFICER
TELEPHONE: (602) 506-6886

NOTE: MARICOPA COUNTY DEPARTMENT OF PUBLIC HEALTH PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:

http://www.maricopa.gov/materials/advbd/pub_health.asp

TABLE OF CONTENTS

NOTICE

TABLE OF CONTENTS

NO RESPONSE DOCUMENT

SECTION:

1.0 INTENT

2.0 SCOPE OF WORK

3.0 SPECIAL TERMS & CONDITIONS

ATTACHMENTS:

ATTACHMENT A – PRICING SHEET

ATTACHMENT B – AGREEMENT PAGE

ATTACHMENT C – REFERENCES

EXHIBITS:

EXHIBIT 1 - VENDOR REGISTRATION PROCEDURES

NO RESPONSE

Respondents not responding to this proposal are asked to complete this document and return it to Maricopa County Department of Public Health, 4041 N. Central Avenue, #1400 Phoenix, AZ 85012 or fax to 602/506-6885.

MARK OUTSIDE ENVELOPE "SERIAL #: PH RFP 09-013"

HARD TO REACH POPULATIONS (HRP) SPECIALIST - Revised

Responses must be received **BY 2:00 PM September 26, 2008**. Respondents failing to submit a proposal, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

SERIAL #: **PH RFP 09-013**

TITLE: **HARD TO REACH POPULATIONS (HRP) SPECIALIST - Revised**

CONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____ CONTACT: _____

REASON FOR NO PROPOSAL:

_____ Insufficient time
_____ Do not handle product/service
_____ Other: _____

REQUEST FOR PROPOSALS FOR:

HARD TO REACH POPULATIONS (HRP) SPECIALIST - Revised

1.0 INTENT:

The Maricopa County Department of Public Health (MCDPH), Public Health Emergency Management Program (PHEM) is requesting proposals from qualified individuals and/or organizations to be responsible for assisting in the development and implementation of an emergency preparedness plan for hard to reach populations (HRP). Hard to reach populations can be defined as those who, in an emergency or disaster, would have difficulty accessing community assistance resources such as risk communication messages, emergency shelters, dispensing points for food, water or medications and other essential services. Examples of HRP include those who cannot speak English, visually impaired, homebound, elderly, etc.

The deliverables covered by this contract include gathering and assessing baseline community data, assisting in the development of the written plan, and coordinating activities with partner agencies. Proposals may be submitted for specific single activities, multiple related activities or the entire list of deliverables.

Contractor shall be expected coordinate project (s) on-site with MCDPH staff, all equipment and work space shall be provided by MCDPH. Total amount for this project may not exceed \$100,000 per year and is subject to available funding. Final contract is subject to approval from the Maricopa County Board of Supervisors and the Arizona Department of Health Services.

Multiple contracts for one or more specific deliverables with successful candidates may be awarded and Maricopa County reserves the right to add vendors to this contract as may be needed to meet County requirements.

2.0 SCOPE OF WORK:

2.1 BACKGROUND INFORMATION:

The mission of the Maricopa County Department of Public Health Emergency Management Program is to develop comprehensive and operational all hazards preparedness plans for Maricopa County in the event of a public health emergency. For more information regarding Cooperative Agreement Guidance for Public Health Emergency Preparedness please refer to the CDC guidance documents located at: <http://www.bt.cdc.gov/planning/coopagreement/#08>

Activities below are to be carried out by the contractor acting solely as a representative of MCDPH; any conflict of interest should be discussed before contact occurs. Such conflict will be accessed by the PHEM program manager who will determine if specific parameters or restrictions need to be set. Contractors may submit proposals for specific components of this solicitation.

2.2 EXPECTATIONS:

- 2.2.1 Contractor shall develop a baseline assessment of the HRP in the community
 - 2.2.1.1 Create and deliver HRP needs assessment.
 - 2.2.1.2 Create and deliver assessment survey of local community based organizations (CBOs) emergency response capacity.
 - 2.2.1.3 Create and deliver assessment survey of local response agency capacity.
- 2.2.2 Contractor shall assist HRP Coordinator in developing written plans

- 2.2.2.1 Research HRP plans from other jurisdictions
- 2.2.2.2 Develop and promote draft documents
- 2.2.3 Contractor shall assist HRP Coordinator in identifying and maintaining community relationships
 - 2.2.3.1 Responsible for HRP contact database including development and maintenance.
 - 2.2.3.2 Arrange meetings and training opportunities
 - 2.2.3.3 Coordinate exercise activities with CBOs
 - 2.2.3.4 Assist with development of educational materials
- 2.3 DELIVERABLES: The following list of deliverables is not exhaustive and is subject to change.
 - 2.3.1 Within 30 days of contract develop a community-wide HRP needs assessment and plan for administration.
 - 2.3.2 Within 90 days of contract assure delivery and analysis of the assessment.
 - 2.3.3 Within 180 days of contract create and deliver assessment survey of local CBO emergency response capacity.
 - 2.3.4 Within 180 days of contract create and deliver assessment survey of local response agency capacity.
 - 2.3.5 On an on-going basis, attend the following regularly scheduled meetings:
 - 2.3.5.1 Maricopa County and Pima County Special Populations task forces.
 - 2.3.5.2 Attend all ad-hoc Special Populations-related meetings (these occur at least weekly) such as exercise planning, training, faith-based collaborative and specific CBO initiatives.
 - 2.3.6 Participate in all MCDPH exercises and events.
 - 2.3.7 Be available 24/7 for emergency activation.

2.3 COMPENSATION:

Contractor must propose an expected per hourly rate of compensation which will be subject to negotiation. The negotiated hourly rate will be inclusive of all duties.

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 CONTRACT TERM:

The effective date of the contract is expected to be from October 1, 2008 to September 30, 2009.

3.2 OPTION TO EXTEND:

At the discretion of the County, the contract may be renewable for up to three (3) additional years (in periods of any number of months, as mutually acceptable to the parties), depending on the continued availability of funding and satisfactory contractor performance.

3.3 INDEMNIFICATION AND INSURANCE:

3.3.1 INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

3.3.2. Insurance Requirements

3.3.2.1. Any Contractor who is duly appointed to the Maricopa County Department of Public Health and who provides health care, medical, professional, or consulting services pursuant to the terms of this contract shall be deemed agents of the County for purposes of determining professional liability for acts rising out of the performance of this Contract. Such professional liability coverage shall be for services performed as specified in the Scope of Work of this Contract. The County through the Maricopa County Attorney's Office shall provide the defense and legal representation.

3.3.2.2 The scope of the County's responsibility to any Contractor who is duly appointed to the Maricopa County Department of Public Health and who provide health care, medical, professional, or consulting services is governed by the terms of the Maricopa County Self Insurance Trust, as amended.

3.3.2.3 Maricopa County, its Risk Management Department and its Self Insurance Trust may defend or settle any claim or suit involving said Contractor as it deems appropriate and Contractor's consent is not required. However, the County will make reasonable efforts to consult and coordinate with the Contractor or its medical providers prior to making and/or implementing any settlement decision.

3.4 AUDIT REQUIREMENTS

3.4.1 If the Contractor expends \$500,000 or more from all contracts administered and/or funded via County, and/or receives \$500,000 or more per year from any federal funding sources, the Contractor may be subject to Federal audit requirements per P.L. 98-502 "The Single Audit Act". The Contractor shall comply with OMB Circulars A-128, A-110, and A-133 as applicable. The audit report shall be submitted to the Maricopa County Department of Public Health for review within the twelve months following the close of the fiscal year. The Contractor shall take any necessary corrective action to remedy any material weaknesses identified in the audit report within six months after the release date of the report. Maricopa County may consider sanctions as described in OMB Circular A-128 for contractors not in compliance with the audit requirements. All books and records shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP).

3.4.2 The Contractor shall schedule an annual financial audit to be submitted to County for review within twelve months following the close of the program's fiscal year. Contractor understands that failure to meet this requirement may result in loss of current funding and disqualification from consideration for future County-administered funding.

3.4.3 The Contractor shall comply with the requirement of the Federal Office of Management and Budget (OMB) Circular A-133. The Contractor is responsible for having an audit performed in accordance with, and when required, by OMB Circular A-133, and for sending a copy of the report issued as a results of the audit to the COUNTY within 30 days of issuance. The County reserves the right to engage an auditor, at the Contractor's expense, to perform an OMB Circular A-133 audit of the Contractor in the event that the Contractor shall fail to engage an auditor or the County shall reject or disapprove of the auditor engaged by the Contractor.

3.4.4 The Contractor must also comply with the following OMB Circulars:

- 3.4.4.1 A-102 Uniform Administrative Requirements for Grants to State and Local Government.
- 3.4.4.2 A-110 Uniform Administrative Requirements for Grants and Agreement with Institutions of Higher Education, Hospitals and other non-profit organizations.
- 3.4.4.3 A-122 Cost Principles for Non-Profit Organizations.
- 3.4.4.4 A-87 Cost Principles for State and Local Governments.
- 3.4.4.5 A-21 Cost principles for Education Institutions.

3.5 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

- 3.5.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:
 - 3.5.1.1 are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
 - 3.5.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3.5.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
 - 3.5.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.
- 3.5.2 Should the Contractor not be able to provide this certification, an explanation as to why should be attached to the Contract.
- 3.5.3 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

3.6 MULTIPLE VENDOR AWARD

Maricopa County reserves the right to award this Contract to more than one vendor at the County's discretion and to add additional vendors throughout the life of this Agreement, if desired.

3.7 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF PUBLIC HEALTH
ATTN: CHERYL RENTSCHELER
4041 N. CENTRAL AVENUE, #1400
PHOENIX, AZ 85012

Telephone inquiries shall be addressed to:

CHERYL RENTSCHELER, PROCUREMENT OFFICER, 602-506-6886

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.8 INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS:

Respondents are to provide one (1) original hard copy (labeled) and six (6) copies of their proposal. **Respondents are to address proposals identified with return address, serial number and title in the following manner:**

**Maricopa County Department of Public Health
Procurement Officer
4041 N. Central Avenue, #1400
Phoenix, AZ 85012**

**SERIAL #: PH RFP 09-013
HARD TO REACH POPULATIONS (HRP) SPECIALIST - Revised**

Proposals must be signed by a corporate official who has been authorized to make such commitments. All prices shall be held firm for a period of one hundred twenty (120) days after the RFP closing date.

3.9 EXCEPTIONS TO THE SOLICITATION:

The Respondent shall identify and list all exceptions taken to all sections of PH RFP 09-013 and list these exceptions referencing the section (paragraph) where the exception exists and identify the exceptions and the proposed wording for the Respondent's exception. The Respondent will list these exceptions in the Proposal under the heading, "Exception to the PROPOSAL Solicitation, SERIAL #: PH RFP 09-013." **Exceptions that surface elsewhere and that do not also appear under the heading "Exceptions to the PROPOSAL Solicitation, SERIAL #: PH RFP 09-013" shall be considered invalid and void and of no contractual significance.**

The County reserves the right to reject, render the proposal non-responsive, enter into negotiation on any of the Respondent exceptions, or accept them outright.

3.10 GENERAL CONTENT:

The Proposal submitted should be specific and complete in every detail. It should be practical and should be prepared simply and economically, providing a straightforward, concise delineation of capabilities to satisfactorily perform the Contract being sought.

The Respondent should not necessarily limit the proposal to the performance of the services in accordance with this document but should outline any additional services if the Respondent deems them necessary to accomplish the program.

3.11 FORMAT AND CONTENT:

To aid in the evaluation, it is desired that all proposals follow the same general format. The proposals are to be submitted as below:

3.11.1 Proposal Cover Sheet – Identifies the name of the Proposer responding to the RFP and the amount of funds requested.

- 3.11.2 Proposal – Applicants are required to complete a narrative describing how they intend to respond to the deliverables as identified in the Scope of Work.
- 3.11.3 Curriculum Vitae
- 3.11.4 Qualifications – This section shall describe the applicant’s ability and experience related to the services proposed. All project personnel, as applicable, shall be listed including a description of assignments and responsibilities, a resume of professional experience, and other pertinent information.
- 3.11.5 Pricing Sheet (Attachment A)
- 3.11.6 Agreement (Attachment B)
- 3.11.7 References (Attachment C)

3.12 EVALUATION OF PROPOSAL – SELECTION FACTORS:

A Proposal Review Committee shall be appointed, chaired by the Public Health Procurement Officer, to evaluate each Proposal and prepare a scoring of each Proposal to the responses as solicited in the original request. At the County’s option, proposing individuals/firms may be invited to make presentations to the Evaluation Committee. Best and Final Offers and/or Negotiations may be conducted, as needed, with the highest rated Respondent(s). Proposals will be evaluated on the following criteria which are listed in order of importance.

- 3.12.1 Contractor’s understanding of the scope of work and deliverables
- 3.12.2 Contractor’s proven skills and technical competence
 - 3.12.2.1 Familiarity with community social service agencies and organizations.
 - 3.12.2.2 Knowledge and experience in health care emergency planning and response.
 - 3.12.2.3 Knowledge of basic NIMS principles.
 - 3.12.2.4 Familiarity with medical/emergency response to biological, radiological or chemical weapons of mass destruction.
 - 3.12.2.5 Mastery of Microsoft Office Software and database systems.
 - 3.12.2.6 Excellent written, verbal communication, and public speaking/presentation skills.
 - 3.12.2.7 Available 24/7 for response to public health emergencies and for on-call rotation.
 - 3.12.2.8 Fluency in language other than English a plus
- 3.12.3 References provided
- 3.12.4 Hourly rate proposed

3.13 POST AWARD MEETING:

The successful Respondent may be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

NOTE: RESPONDENTS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR PROPOSALS.

ATTACHMENT A

**HARD TO REACH POPULATIONS (HRP) SPECIALIST
PRICING SHEET**

BIDDER NAME: _____
 F.I.D./VENDOR #: _____
 BIDDER ADDRESS: _____
 P.O. ADDRESS: _____
 BIDDER PHONE #: _____
 BIDDER FAX #: _____
 COMPANY WEB SITE: _____
 COMPANY CONTACT (REP): _____
 E-MAIL ADDRESS (REP): _____

PAYMENT TERMS: BIDDER IS REQUIRED TO SELECT ONE OF THE FOLLOWING:

TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.
 FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.
 BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10 _____
 NET 15 _____
 NET 20 _____
 NET 30 _____
 NET 45 _____
 NET 60 _____
 NET 90 _____
 2% 10 DAYS NET 30 _____
 1% 10 DAYS NET 30 _____
 2% 30 DAYS NET 31 _____
 1% 30 DAYS NET 31 _____
 5% 30 DAYS NET 31 _____

COMPENSATION/FEES:

HOURLY RATE

HARD TO REACH POPULATIONS (HRP) SPECIALIST
 (As defined herein)

\$ _____
 (Please fill in)

Respondent's signature below indicates understanding and agreement to perform the services outlined in the Request for Proposal indicated above for the total amount they have listed above.

 Signature (REQUIRED)

 Date

ATTACHMENT B

HARD TO REACH POPULATIONS (HRP) SPECIALIST PLANNER

AGREEMENT

The Respondents hereby certify that they have read, understand and agree that acceptance by Maricopa County of the Contractor's offer by the issuance of a Purchase Order or Contract will create a binding Contract. Further, they agree to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement.

BY SIGNING THIS AGREEMENT THE SUBMITTING FIRM CERTIFIES THAT THEY HAVE REVIEWED THE ADMINISTRATIVE INFORMATION AND DRAFT RFP CONTRACT TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials>. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

_____ Disadvantaged Business Enterprise (DBE)
 _____ Women-Owned Business Enterprise (WBE)
 _____ Minority Business Enterprise (MBE)
 _____ Small Business Enterprise (SBE)

 FIRM SUBMITTING PROPOSAL

 VENDOR NUMBER

 PRINTED NAME AND TITLE

 AUTHORIZED SIGNATURE

 ADDRESS

 TELEPHONE FAX #

 CITY STATE ZIP

 DATE

WEB SITE: _____

EMAIL ADDRESS: _____

MARICOPA COUNTY, ARIZONA

BY: _____
 PROCUREMENT OFFICER

 DATE

BY: _____
 DIRECTOR, MATERIALS MANAGEMENT

 DATE

APPROVED AS TO FORM:

 MARICOPA COUNTY ATTORNEY

 DATE

ATTACHMENT C

CONTRACTOR REFERENCES

FIRM SUBMITTING PROPOSAL: _____

1. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____
2. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____
3. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____
4. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____
5. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____

EXHIBIT 1 VENDOR REGISTRATION PROCEDURES

On-line Vendor Registration at Maricopa County is available NOW!

On November 22, 2004, Maricopa County changed its vendor registration process. Paper forms will no longer be accepted. Vendor registrations will only be accepted through the active website. Register at <http://www.maricopa.gov/Materials/>

The new process will give you full control over your organizational information. Please be advised however that you are now directly responsible for the presence and accuracy of your company's information.

Vendors currently registered in our system who have changes to their information or have not registered online must establish a new account via the above web site link. Materials Management will no longer post changes to existing vendor records.

Procurement vendors: Be sure to select those commodity codes that best represent the commodities and or services provided by your organization. Non-procurement registrants may ignore the commodity portion.

Registration is **FREE**. You may use any computer with web access for registration, record updating and maintenance.

If you have any questions, email us at VendorReg@mail.maricopa.gov.